



Important Notice: Safe Collection of Pupils

Dear Parents/Guardians,

Ensuring the safety of all our pupils is our highest priority. In order to maintain a secure and well-organised collection process, we would like to clarify our procedures in the event that you are unable to collect your child from school.

If you are unable to collect your child personally, our preferred method of contact for the main school is:

- **Before 2pm - email** the school on office@westbourne.sutton.sch.uk
- **After 2pm - telephone** the school on 0208 644 8453. Staff will return your call on the number we hold on record, as an extra safety measure.

For the Nursery:

- **Before 10:30am - email** the school on office@westbourne.sutton.sch.uk
- **After 11am - telephone** the school on 0208 644 8453. Staff will return your call on the number we hold on record, as an extra safety measure.

Please ensure the person collecting your child is known to both you and your child to avoid any confusion or distress, and that the individual is at least 14 years of age, as we do not permit anyone under this age to collect a pupil.

It is important that you provide:

- **The full name and relationship** of the individual who will be collecting your child.
- **OR the full name and class** of the child whose parent your child will be going home with.
- **The time your child will be collected**, i.e. whether it will be normal time or if they have an after-school club.

Upon collection, the individual will be asked to state their full name to ensure it matches the name we have been provided with. You may also be asked to provide a password, which will be requested from the individual collecting your child to ensure further security.

For safeguarding reasons, we will not release a child to an unauthorised individual without prior notification and consent from the parent or guardian.

We appreciate your cooperation in helping us keep our pupils safe.

Yours sincerely,

The safeguarding team